Climate Change Reporting

1   INTRODUCTION

1.1   SEStran is required by the Climate Change (Duties of Public Bodies; Reporting Requirements) (Scotland) Order 2015' as amended by the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020 to report greenhouse gas emissions that result from its organisational activities and services. As per the legislation:

- (1) For each year, a listed body must prepare a report on compliance with its climate change duties
- (2) The listed body must send the report to the Scottish Ministers within a period of 8 months from the end of the report year

SEStran, and all other public bodies, previous reports can be found on the Sustainable Scotland Network's (SSN) Reporting.

1.2   The purpose of this report is to provide members with a summary of SEStran's carbon emissions for 23/24, explain changes to the previous year, and provide a summary of targets for 2024/25.

2   OVERVIEW OF 23/24 TARGETS

2.1   SEStran's emissions from the baseline year (2014/15) to 2023/24 are summarised below. A comparison of 2023/24 to the previous year is included in Appendix 2.

Timeline	Year	Emissions (tCO$_2$e)
Baseline Year	2014/15	20.00
Year 1 carbon footprint	2015/16	16.00
Year 2 carbon footprint	2016/17	11.00
Year 3 carbon footprint	2017/18	9.00
Year 4 carbon footprint	2018/19	15.00
Year 5 carbon footprint	2019/20	17.00
Year 6 carbon footprint	2020/21	3.00
Year 7 carbon footprint	2021/22	3.00
Year 8 carbon footprint	2022/23	5.58
Year 9 carbon footprint	2023/24	9.00

2.2   The year saw a 3.42 tCO$_2$e increase in emissions compared to the previous year. This is due to:

- Increase of homeworking hours (office equipment + heating) (2.43 tCO$_2$e) due to an error in previous reporting. Figure for 23/24 includes all staff hours where staff are working from home.

- Increase in staff travel to work (2.21 tCO$_2$e) due to reporting for 22/23 using the wrong CO$_2$ figures. When comparing the correct figures for both years, figures show a slight decrease in total emissions for staff travel to work in 23/34.
- Addition of hotel stays (0.17 tCO$_2$e) which were not previously included in reporting.

2.3 There was a decrease in business travel (mix of short-haul flights, train journeys, and petrol car journeys) (-1.38 tCO$_2$e) primarily due to a reduced number of flight passenger kms travelled.

In the wider report for 2022/23, it was highlighted there was an increasing return to pre-pandemic levels of travel, although a major shift to hybrid working and more online meetings are limiting a full-scale rebound.

SEStran has been reviewing in-person and hybrid meetings on a case-by-case basis to ensure journeys are necessary and business needs are met. This is being formalised in 2024/25 via a Business Transport Guide which provides guidance when choosing method of travel.

3 TARGETS FOR 24/25

3.1 Climate Change Strategy

3.1.1 SEStran's top five priorities for climate change governance, management and strategy for the year ahead are as follows:

1. Review all relevant policies on an annual basis and create a process for selecting the best method of staff business travel to support more sustainable journeys being planned.

2. Review performance against carbon targets every quarter.

3. Promoting the current facilities available on site to enable staff and visitors to travel sustainably to Victoria Quay (cycle parking, changing facilities). Due to the small size of the organisation (11-12 people), this has a relatively low impact. The topic can be added to people's PDP conversations to offer more support and/or encouragement to travel to work sustainably (inc. Cycle Friendly Employer Scheme).

4. Create a process to ensure travel to meetings is justified (determining whether meetings should be remote, hybrid or in-person only). Investigate the feasibility of certain board meetings being online only.

5. Promote ability to reclaim travel expenses to encourage public transport being utilised by staff and board members and reduce the reliance on private vehicles.

3.1.2 In addition to these five priorities, we will be reviewing our procurement process to identify areas where sustainability could be prioritised further.

3.2 Climate Change Adaptation

3.2.1   In addition to strategy priorities, SEStran have developed five priorities specifically targeting climate change adaptation. Due to the organisation's small size (currently 12 employees), our internal influence is limited, however, we are committed to integrate climate change adaptation in relevant regional policies and discussions. Our priorities for 2023/24 are as follows:

1. Ensuring data is current to allow decision making on climate risk to be evidence based.

2. Hold session with team using the climate change adaptation tool (CCAT) to allow for better self-assessment of our impact and identify areas of improvement.

3. Continuing to develop flexible working for business but also to enable continuity for adverse weather and incorporation of the Scottish Government Adverse Weather Charter.

4. We are reviewing online document management and storage structures to ensure effective team working in the event of staff being unable to access the workplace for a long period of time.

5. Being proactive in changing policies to support climate change adaptation.

4   CONCLUSION

4.1   SEStran's climate change emissions increased in the year 2023/24, however, this was accounted for by an increase in staff travel to work and the inclusion of other emission factors. The priorities set out in 3.1 and 3.2 aim to reduce the organisation's emissions, both internally and in wider regional work.

Rebecca Smith
Project Officer
28th November 2024

Policy Implications	This report is part of SEStran's statutory duty to report on climate change.
Financial Implications	There are no direct financial implications of this report. The actions for 24/25 may result in higher costs (i.e. train fares being higher than flights) but this has been accounted for with a cost-time matrix.
Equalities Implications	The project does not require an Equalities Impact Assessment (EQIA).
Climate Change Implications	The reporting provides a comprehensive overview of SEStran's 23/24 emissions as well as a plan for reducing emissions in 24/25.
Appendices	1. Public Bodies Climate Change Duties South East Scotland Transport Partnership 2023-24 2. Data Comparison of 23/23 and 23/24 emissions

Background Papers	N/A

Public Bodies Climate Change Duties Compliance Reporting Financial Year Template 2023/24

1. Overview

This template is provided for public bodies required to report annually in accordance with the Climate Change (Duties of Public Bodies Reporting Requirements) (Scotland) Order 2015, as amended by the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020 which took effect for reporting periods commencing on or after 1 April 2021.

Reports must be submitted to ccreporting@ed.ac.uk by 30th November. Late submissions will not be accepted for analysis and may be deemed non-compliant with Public Bodies Duties reporting requirements.

2. Guidance

1. Please do not delete any cells, rows or columns. This may corrupt the template/data and compromise analysis. You can hide any extra rows within tables.

2. Please complete the new "Boundary info" tab. This will enable improved assessment of data coverage and inform SSN analysis.

3. The "Profile of Body" tab must be completed before proceeding to add any other data.

4. To ensure that the correct emission factors are applied please ensure that you are using the correct template for the reporting year type under Q1f. If your organsiation reports according to the academic year, usually August to July, you must use the Academic Year template.

5. If you need to add more rows in any table please email the file to ccreporting@ed.ac.uk

6. In Q3b emissions sources can be filtered by type in Column C. The list of available factors is visble on the Emission Factors tab. Please do not edit this list, use "other" if an EF is not available.

7. Only use the "other" rows when there is no relevant emission source available in the dropdown list or if you have bespoke data/emission factors. Please provide a brief explanation in the comment.

8. Water supply and treatment (sewage) emission factors are based on Scottish Water's carbon intensities for service supply. If you wish to use UK factors you need to enter manually in an "Other" row.

9. More detailed guidance is available on the SSN website

3. Colour Coding used in the template

	Dropdown box - select from list of options
	Uneditable/fixed entry cell
	Editable cell

Public Bodies Climate Change Duties Compliance Reporting Template 2023/24 FY

Please answer all questions below with respect to the public body's reporting boundary for the reporting period.

The information is intended to improve data coverage and inform analysis, in particular, to help identify data gaps.

There are 3 response options:

YES - where data is available and is reported

NA - where a category is relevant but no data is available

NO - the category is not relevant

Any points of clarification can be added in the comments field for the corresponding emission source(s) in Table 3b on the Emissions tab.

Category		Select from dropdown list
Owned estate	Are any buildings owned by the public body?	No
Managed services	Are building services managed on behalf of another public body that shares or leases space?	No
Leased premises	Are building services managed and provided by another public body?	Yes
Streetlighting	Are streetlights owned or operated?	No
Fleet and equipment	Are any vehicles or fossil-fueled machinery or equipment owned or leased, excludes short-term or infrequent hires?	No
Refrigerants/F-gases	Are there any air conditioning or refrigeration systems that require refrigerant gas top-ups?	No
Medical gases	Are medical gases used?	No
Business travel - private	Do staff undertake business travel by private car?	Yes
Business travel - flights	Do staff undertake any business travel by plane?	Yes
Homeworking	Do staff work from home - including hybrid?	Yes
Supply chain	Are any goods or services purchased?	Yes
Land use	Are more than 10 hectares of land owned or managed for public services provision, including for research or recreation?	No
Waste services	Is the public body responsible for collecting household or municipal waste?	No

Public Sector Report on Compliance with Climate Change Duties 2024 Template FY

PART 1 Profile of Reporting Body

1a **Name of reporting body**
Provide the name of the listed body (the "body") which prepared this report.

South East of Scotland Transport Partnership (SEStran)

1b **Type of body**
Select from the options below

Transport Partnerships

1c **Highest number of full-time equivalent staff in the body during the report year**

11

1d **Metrics used by the body**
Specify the metrics that the body uses to assess its performance in relation to climate change and sustainability.

Metric	Units	Value	Comments
Please select from drop down box			
Please select from drop down box			
Please select from drop down box			
Please select from drop down box			
Please select from drop down box			
Please select from drop down box			
Please select from drop down box			
Please select from drop down box			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			
Other (please specify in comments)			

1e **Overall budget of the body**
Specify approximate £/annum for the report year.

Budget	Budget Comments
£972,000	The net revenue budget of the Partnership in 2023/24 was £0.972m.

1f **Report type**

Reporting type	Report year comments
Financial/Calendar/Other	

1g **Context**
Provide a summary of the body's nature and functions that are relevant to climate change reporting.

SEStran is the statutory Regional Transport Partnership for the South East of Scotland, covering 8 local authority areas: Edinburgh, East Lothian, West Lothian, Midlothian, Falkirk, Clackmannanshire, Scottish Borders and Fife. SEStran's statutory requirement is to produce a Regional Transport Strategy, and it works with partners to realise the strategy, delivering transport projects with a strong focus on reducing transport related emissions by getting people out of their cars and using sustainable transport. In 2023/24, the partnership developed regional strategic approaches to sustainable transport including electric vehicles, freight, and public transport across the region. SEStran developed the People and Place Plan for Active Travel Behaviour Change in the latter part of 2023/24, and this is now being implemented in 2024/25.

PART 2 Governance, Management and Strategy

Governance and management

2a   How is climate change governed in the body?

Provide a summary of the roles performed by the body's governance bodies and members in relation to climate change. If any of the body's activities in relation to climate change sit outside its own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify these activities and the governance arrangements. Provide a diagram / chart to outline the governance structure within the body.

SEStran governs its climate change impact through the following measures:
Documentation: The climate change reporting contained within this report is utilised for reporting requirements.
Review: SEStran holds a quarterly Performance & Audit Committee which provides scrutiny of the organisation's performance and activities. The annual climate change report is reported to the Performance & Audit Committee, and to the Partnership Board for scrutiny and approval (SEStran's Partnership Board consists of Elected Members and Non-Councillor members). SEStran's Business Plan is approved annually by the Partnership Board.

2b   How is climate change action managed and embedded in the body?

Provide a summary of how decision-making in relation to climate change action by the body is managed and how responsibility is allocated to the body's senior staff, departmental heads etc. If any such decision-making sits outside the body's own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify how this is managed and how responsibility is allocated outside the body. Provide a diagram to show how responsibility is allocated to the body's senior staff, departmental heads etc.

We plan to review all relevant policies on an annual basis as well as working on our top priorities for climate change governance and adaptation throughout the year.
We plan to host an annual team event to:
•Discuss performance against targets etc.
•Improvements for the following year
•Refresher training on policies, especially Business Continuity Plan
Following on from this work, we will also be reporting performance to the SEStran Board.

Strategy

2c   Does the body have specific climate change mitigation and adaptation objectives in its corporate plan or similar document?

Provide a brief summary of objectives if they exist.

Wording of objective	Name of document	Document Link
To ensure SEStran contributes to achieving Scotland's target of 'net zero' carbon emissions by 2045, and meet intervening targets, and UK obligations regarding greenhouse gas emissions	Business Plan 2021/24	https://sestran.gov.uk/wp-content/uploads/2021/08/2021-24-Business-Plan-FINAL.pdf
To minimise the negative impacts of transport on natural and cultural resources	Business Plan 2021/24	https://sestran.gov.uk/wp-content/uploads/2021/08/2021-24-Business-Plan-FINAL.pdf
To promote more sustainable travel	Business Plan 2021/24	https://sestran.gov.uk/wp-content/uploads/2021/08/2021-24-Business-Plan-FINAL.pdf
To reduce the need for travel	Business Plan 2021/24	https://sestran.gov.uk/wp-content/uploads/2021/08/2021-24-Business-Plan-FINAL.pdf
To increase transport choices, reducing dependency on private cars	Business Plan 2021/24	https://sestran.gov.uk/wp-content/uploads/2021/08/2021-24-Business-Plan-FINAL.pdf
To reduce car dependency for commuting purposes, particularly single occupancy cars	Business Plan 2021/24	https://sestran.gov.uk/wp-content/uploads/2021/08/2021-24-Business-Plan-FINAL.pdf
To seek to reduce our carbon emissions & positively influence other regional stakeholders	Business Plan 2021/24	https://sestran.gov.uk/wp-content/uploads/2021/08/2021-24-Business-Plan-FINAL.pdf

2d   Does the body have a climate change plan or strategy?

If yes, provide the name of any such document and details of where a copy of the document may be obtained or accessed.

SEStran do not currently have a separate document detailing a climate change plan/strategy. We will work to deliver a climate change plan within the calendar year.

2e   Does the body have any plans or strategies covering the following areas that include climate change?

Provide the name of any such document and the timeframe covered.

Topic area	Name of document	Link	Time period covered	Comments
	Adverse Weather Policy		2019 - present	
Adaptation	Business Continuity Plan		2024 - present	
Business travel	Business Travel Policy	http://sestran.gov.uk/wp-content/uploads/2016/07/SEStran-Busine	2021 - present	Business Travel Hierarchy to be expanded
	Hybrid Working Policy		2021 - present	
Staff Travel	Home Working Policy	https://sestran.gov.uk/wp-content/uploads/2022/02/SEStran-Hybr	2021 - present	
Energy efficiency				
Fleet transport				
ICT				
Renewable energy				
Sustainable/renewable heat				
Waste management				
Water and sewerage				
Land Use				
Other (please specify in comments)				

2f   What are the body's top 5 priorities for climate change governance, management and strategy for the year ahead?

Provide a brief summary of the body's areas and activities of focus for the year ahead.

SEStran's top 5 priorities for climate change governance, management and strategy for the year ahead are as follows:
1.Review all relevant policies on an annual basis and create a choice process for staff business travel to support more sustainable journeys being planned.
2.Review performance against carbon targets every quarter.
3.Promoting the current facilities available on site to enable staff and visitors to travel sustainably to Victoria Quay (cycle parking, changing facilities). Due to the small size of the organisation (11-12 people), this has a relatively low impact. The topic can be added to people's PDP conversations to offer more support and/or encouragement to travel to work sustainably (inc. Cycle Friendly Employer Scheme).
4.Create a choice process for meetings to ensure travel to meetings is justified (determining whether meetings should be remote, hybrid or in-person only). Investigate the feasibility of certain board meetings being online only.
5.Promote ability to reclaim travel expenses to encourage public transport being utilised by staff and board members and reduce the reliance on private vehicles.

2g   Has the body used the Climate Change Assessment Tool (a) or equivalent tool to self-assess its capability / performance?

If yes, please provide details of the key findings and resultant action taken.

(a) This refers to the tool developed by Resource Efficient Scotland for self-assessing an organisation's capability / performance in relation to climate change.

Questions from the CCAT tool have been considered when disucssing climate change as an organisation. A formal assessment has not been completed due to the size of the organisation. However, this is a tool we will look to utilise to ensure we are considering our scope and ambitions.

Further information

2h   Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to governance, management and strategy.

SEStran supports reducing carbon emissions, through the implementation of a number of policies including:
Flexible Working Policy:This policy allows staff to travel outwith peak hours, thereby reducing our contribution to congestion.
Home Working Policy:This policy encourages a decrease in staff travel emissions.
Business Travel Policy:This policy aims to encourage employees to reduce unnecessary travel and encourage the use of more sustainable forms of transport.
Hybrid Working Policy: This policy facilitates permanent remote working reducing the need to travel to office base.

We have been in discussions through the year with other RTPs to ensure learnings are shared, and there's consistency in reporting where relevant. We completed a peer review of this year's report with the other RTPs in November.

PART 3 **Corporate Emissions, Targets and Project Data**

Emissions

3a **Emissions from the start of the year which the body uses as a baseline (for its carbon footprint) to the end of the report year**

Complete the following table using the greenhouse gas emissions total for the body calculated on the same basis as for its annual carbon footprint / management reporting or, where applicable, its sustainability reporting. Include greenhouse gas emissions from the body's estate and operations (a) (measured and reported in accordance with Scopes 1 & 2 and, to the extent applicable, selected Scope 3 of the Greenhouse Gas Protocol (b). If data is not available for any year from the start of the baseline year to the end of the report year, provide an explanation in the comments column.

(a) No information is required on the effect of the body on emissions which are not from its estate and operations.

(b) This refers to "The greenhouse gas protocol. A corporate accounting and reporting standard (revised edition)", World Business Council for Sustainable Development, Geneva, Switzerland / World Resources Institute, Washington DC, USA (2004), ISBN: 1-56973-568-9.

SELECT APPROPRIATE BASELINE YEAR. TOTAL EMISSIONS IN THE MOST RECENT FOOTPRINT YEAR IN THIS QUESTION SHOULD EQUAL TOTAL EMISSIONS IN Q3B

Reference year	Year	Year type	Scope 1	Scope 2	Scope 3	Total	Units	Comments
Baseline Year	2014/15	Financial/Calendar/Other			20.00	20.00	tCO₂e	
Year 1 carbon footprint	2015/16	Financial/Calendar/Other			16.00	16.00	tCO₂e	
Year 2 carbon footprint	2016/17	Financial/Calendar/Other			11.00	11.00	tCO₂e	
Year 3 carbon footprint	2017/18	Financial/Calendar/Other			9.00	9.00	tCO₂e	
Year 4 carbon footprint	2018/19	Financial/Calendar/Other			15.00	15.00	tCO₂e	
Year 5 carbon footprint	2019/20	Financial/Calendar/Other			17.00	17.00	tCO₂e	
Year 6 carbon footprint	2020/21	Financial/Calendar/Other			3.00	3.00	tCO₂e	
Year 7 carbon footprint	2021/22	Financial/Calendar/Other			3.00	3.00	tCO₂e	
Year 8 carbon footprint	2022/23	Financial/Calendar/Other			5.58	5.58	tCO₂e	
Year 9 carbon footprint	2023/24	Financial/Calendar/Other			9.00	9.00	tCO₂e	

3b **Breakdown of emissions sources** **Please refrain from deleting rows or columns anywhere in this template. This workbook is password protected to prevent this and should not be unlocked.**

Complete the following table with the breakdown of emission sources from the body's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table in 3(a) above. Use the 'Comments' column to explain what is included within each category of emission source entered in the first column. If there is no data consumption available for an emission source enter the emissions in kgCO2e in the 'Consumption' column of one of the "Other" rows and assign the scope and an emission factor of 1.

(a) Emissions factors are published annually by the UK Department for Energy Security & Net Zero

Emission Factor Year 2023

You can filter emission sources by "type" in column C to enable quicker selection of emission source in column D. See the list in the Emissions Tab.

User defined emission sources can be entered in rows 131 onwards. Please only use these if you cannot find a relevant emission source in the dropdown list or you have a bespoke emission factor or non-standard derivation of emissions e.g. based on a survey/consumption data. If you require extra rows in the table please send the template to ccreporting@ed.ac.uk.

Emission Type	Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO₂e)	Comments
Transport - public	Flights - Domestic, to/from UK - Average passenger	Scope 3	2,414	passenger.km	0.27258	kg CO2e/passenger.km	0.65801	
Transport - public	Flights - Short-haul, to/from UK - Average passenger	Scope 3	13,112	passenger.km	0.18592	kg CO2e/passenger.km	2.43771	
Transport - public	National rail	Scope 3	8,127	passenger.km	0.03546	kg CO2e/passenger.km	0.28820	
Transport - car	Average car - Petrol	Scope 3	2,649	km	0.16391	kg CO2e/km	0.43419	
Transport - public	Local bus (not London)	Scope 3	3	passenger.km	0.11836	kg CO2e/passenger.km	0.00040	
Transport - public	Regular taxi	Scope 3	1	passenger.km	0.14861	kg CO2e/passenger.km	0.00041	
Transport - public	Light rail and tram	Scope 3	5	passenger.km	0.02860	kg CO2e/passenger.km	0.00013	
Homeworking	Homeworking (office equipment + heating)	Scope 3	7,374	FTE Working Hour	0.33378	kg CO2e/FTE Working Hour	2.46134	
Hotel stay	Hotel stay - UK	Scope 3	16	Room per night	10.40000	kg CO2e/Room per night	0.16640	
Electricity	Transmission and distribution - Electricity: UK	Scope 1					0.00000	No emissions recorded due to organisation working out of Scottish Government building. This would mean the emissions are double reporting, and the emissions are unknown due to the low % of the building occupied by SEStran. **Please state in comments if this value is 0 because no emissions exist or if emissions likely exist, but are unknown**
Water	Water treatment	Scope 3					0.00000	No emissions recorded due to organisation working out of Scottish Government building. This would mean the emissions are double reporting, and the emissions are unknown due to the low % of the building occupied by SEStran. **Please state in comments if this value is 0 because no emissions exist or if emissions likely exist, but are unknown**
Waste	Commercial and industrial waste - Combustion	Scope 3					0.00000	No emissions recorded due to organisation working out of Scottish Government building. This would mean the emissions are double reporting, and the emissions are unknown due to the low % of the building occupied by SEStran. **Please state in comments if this value is 0 because no emissions exist or if emissions likely exist, but are unknown**
Waste	Mixed dry recyclates - Recycled	Scope 3					0.00000	No emissions recorded due to organisation working out of Scottish Government building. This would mean the emissions are double reporting, and the emissions are unknown due to the low % of the building occupied by SEStran. **Please state in comments if this value is 0 because no emissions exist or if emissions likely exist, but are unknown**
Waste	Paper and board: mixed - Recycled	Scope 3					0.00000	No emissions recorded due to organisation working out of Scottish Government building. This would mean the emissions are double reporting, and the emissions are unknown due to the low % of the building occupied by SEStran. **Please state in comments if this value is 0 because no emissions exist or if emissions likely exist, but are unknown**
Staff travel to work	Other (please specify in comments)	Scope 3	36,831	Distance km		Various	2.55413	Staff travel to work - previously recorded too
							9.001	

No Scope 1 emissions reported, please check and/or state why in comments above
No Scope 2 emissions reported, please check and/or state why in comments above

3c **Generation, consumption and export of renewable energy**

Provide a summary of the body's annual renewable generation (if any), and whether it is used or exported by the body.

	Renewable Electricity		Renewable Heat		
Technology	Total consumed by the body (kWh)	Total exported (kWh)	Total consumed by the body (kWh)	Total exported (kWh)	Comments
Please select from drop down box					

Targets

3d **Organisational targets**

List all of the body's targets of relevance to its climate change duties. Where applicable, targets for reducing indirect emissions of greenhouse gases, overall carbon targets and any separate land use, energy efficiency, waste, water, information and communication technology, transport, travel and heat targets should be included. Where applicable, you should also provide the body's target date for achieving zero direct emissions of greenhouse gases, or such other targets that demonstrate how the body is contributing to Scotland achieving its emissions reduction targets.

Name of target	Type of target	Target	Units	Boundary/scope of target	Year used as baseline	Baseline figure	Units of baseline	Target completion year	Progress against target	Comments
Reduction in total CO2 produced by reduc	Percentage	50	total % reduction	Transport	2015/16	7	tCO2e	Please select from drop down box	4	2030/31 completion target. 2023/24 flights 43%

3da **How will the body align its spending plans and use of resources to contribute to reducing emissions and delivering its emission reduction targets?**

Provide any relevant supporting information that is not already included elsewhere in this report.

Ensuring travel taken is required and taken in the most cost and emission efficient mode through our business travel choice process being developed.

3db **How will the body publish, or otherwise make available, it's progress towards achieving its emission reduction targets?**

Provide any other relevant supporting information. In the event that the body wishes to refer to information already published, provide information about where the publication can be accessed.

Simply referencing this report or it's availability on the SSN website is insufficient information.

SEStran will update the Partnership Board in annual meetings to publish the progress in achieving the emission reduction target, which is updated via the meeting page on the SEStran website.

Projects and changes

3e **Estimated total annual carbon savings from all projects implemented by the body in the report year**

If no projects were implemented against an emissions source, enter "0".
If the body does not have any information for an emissions source, enter "Unknown".
If the body does not include the emissions source in its carbon footprint, enter "N/A".

Emissions source	Total estimated annual carbon savings (tCO₂e)	Comments
Electricity	-	
Natural gas		
Other heating fuels		
Waste		
Water and sewerage	-	
Travel		
Fleet transport	-	
Other (please specify in comments)		
Total		

3f **Detail the top 10 carbon reduction projects to be carried out by the body in the report year**

Provide details of the 10 projects which are estimated to achieve the highest carbon savings during report year.

Project name	Funding source	First full year of CO₂e savings	Are these savings figures estimated or actual?	Capital cost (£)	Operational cost (£/annum)	Project lifetime (years)	Primary fuel/emission source saved	Estimated carbon savings per year (tCO₂e/annum)	Estimated costs savings (£/annum)	Behaviour Change	Comments
		Please select from drop down box	Please select from drop down box				Please select from drop down box			Please select from dropdown box	

3g **Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the report year**

If the emissions increased or decreased due to any such factor in the report year, provide an estimate of the amount and direction

Emissions source	Total estimated annual emissions (tCO₂e)	Increase or decrease in emissions	Comments
Estate changes		Please select from drop down box	
Service provision		Please select from drop down box	
Staff numbers		Please select from drop down box	
Total	-		

3h **Anticipated annual carbon savings from all projects implemented by the body in the year ahead**

If no projects are expected to be implemented against an emissions source, enter "0".
If the organisation does not have any information for an emissions source, enter "Unknown".
If the organisation does not include the emissions source in its carbon footprint, enter "N/A".

Emissions source	Total estimated annual carbon savings (tCO₂e)	Comments
Electricity		
Natural gas		
Other heating fuels		
Waste		
Water and sewerage		
Travel	2	Business travel plan and sustainable transport hierarchy expected to reduce carbon emission from staff travel.
Fleet Transport		
Other (please specify in comments)		
Total	2	

3i **Estimated decrease or increase in emissions from other sources in the year ahead**

If the body's corporate emissions are likely to increase or decrease for any other reason in the year ahead, provide an estimate of the amount and direction.

Emissions source	Total estimated annual emissions (tCO₂e)	Increase or decrease in emissions	Comments
Estate changes		Please select from drop down box	
Service provision		Please select from drop down box	
Staff numbers	1	Increase	Increased number of staff to 12 which will increase travel emissions
Total	1		

3j **Total carbon reduction project savings since the start of the year which the body used as a baseline for its carbon footprint**

If the body has data available, estimate the total emissions savings made from projects since the start of that year ("the baseline year").

Total savings	Total estimated emissions savings (tCO₂e)	Comments
Total project savings since baseline year		

Further information

3k **Supporting information and best practice**

Provide any other relevant supporting information and any examples of best practice by the body in relation to corporate emissions, targets and projects.

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PART 4	Adaptation - please do not include information in this part on measures that solely reduce emissions with no implications for climate adaptation. These are climate mitigation measures which should be

Assessing and managing risk

4a **Has the body assessed current and future climate-related risks?**
If yes, provide a reference or link to any such risk assessment(s).

> No, a risk assessment focused on climate change has not been completed exclusively for our internal climate risks. However, we have a business continuity plan which details how we would expect to continue operating under different conditions. Our internal risk regsiter includes climate risks in carrying out our day-to-day operations.

4b **What arrangements does the body have in place to manage climate-related risks?**
Provide details of any climate change adaptation strategies, action plans and risk management procedures, and any climate change adaptation policies which apply across the body.

> SEStran's Adverse Weather Policy accounts for bad weather circumstances and how officers ould be expected to continue working to meet business needs.

Taking action

4c **What action has the body taken to adapt to climate change?**
Include details of work to increase awareness of the need to adapt to climate change and build the capacity of staff and stakeholders to assess risk and implement action. The body may wish to make reference to the Scottish Climate Change Adaptation Programme ("the Programme").

> SEStran have considered adpatation measures through the following policies:
> Flexible Working Policy:This policy allows staff to travel outwith peak hours, thereby reducing our contribution to congestion.
> Home Working Policy:This policy encourages a decrease in staff travel emissions. It also allows business to continue in bad weather events.
> Business Travel Policy:This policy aims to encourage employees to reduce unnecessary travel and encourage the use of more sustainable forms of transport.
> Hybrid Working Policy: This policy facilitates permanent remote working reducing the need to travel to office base.

4d **Where applicable, what contribution has the body made to helping deliver the Programme?**
Provide any other relevant supporting information

> N/A

Review, monitoring and evaluation

4e **What arrangements does the body have in place to review current and future climate risks?**
Provide details of arrangements to review current and future climate risks, for example, what timescales are in place to review the climate change risk assessments referred to in Question 4(a) and adaptation strategies, action plans, procedures and policies in Question 4(b).

> We are working towards the climate change adaptation measures set out in 4g. Alongside this, we are going to utilise the toolkits provided and review quarterly. We also include climate change adaptation within our internal risk register and the Business Contiunity Plan.

4f **What arrangements does the body have in place to monitor and evaluate the impact of the adaptation actions?**
Please provide details of monitoring and evaluation criteria and adaptation indicators used to assess the effectiveness of actions detailed under Question 4(c) and Question 4(d).

> A quarterly review of our targets is being completed in 2024/25 to monitor our progress.

Future priorities for adaptation

4g **What are the body's top 5 climate change adaptation priorities for the year ahead?**
Provide a summary of the areas and activities of focus for the year ahead.

> 1.Ensuring data is current to allow decision making on climate risk to be evidence based.
> 2.Hold session with team using the climate change adaptation tool (CCAT) to allow for better self-assessment of our impact and identify areas of improvement.
> 3.Continuing to develop flexible working for business but also to enable continuity for adverse weather and incorporation of the Scottish Government Adverse Weather Charter.
> 4.We are reviewing online document management and storage structures to ensure effective team working in the event of staff being unable to access the workplace for a long period of time.
> 5.Being proactive in changing policies to support climate change adaptation.

Further information

4h **Supporting information and best practice**
Provide any other relevant supporting information and any examples of best practice by the body in relation to adaption.

> We are attending the Climate Ready Infrastructure forum, led by Network Rail, which has shared best practice and examples of organsiation's integrating climate change adaptation measures into their work. SEStran have presented current progress and this has led to further discussion and learnings with other organisations.

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PART 5 Procurement

5a How have procurement policies contributed to compliance with climate change duties?

Provide information relating to how the procurement policies of the body have contributed to its compliance with climate changes duties.

Procurement contract awards will be notified on Public Contracts Scotland as appropriate, and all procured contracts and values are reported annually to the Partnership's Performance and Audit Committee and the Partnership Board, as part of the Public Services Reform (Scotland) Act 2010 duties. In awarding any tender, SEStran officers will comply with the General Duties of the Procurement Reform (Scotland) Act 2014, and, if applicable, The Public Contracts (Scotland) Regulations 2015, and the Sustainable Procurement Duty outlined within the 2014 Act. This will be done in a proportionate way but applied to all regulated procurements undertaken by SEStran. Compliance with the general duties and sustainable procurement duties have aided compliance with the Equality Act, specific Scottish duties, and the Climate Change Act 2009.

5b How has procurement activity contributed to compliance with climate change duties?

Provide information relating to how procurement activity by the body has contributed to its compliance with climate changes duties.

All procurement activities undertaken by SEStran are managed through the SEStran Contract Standing Orders noted in the policy context above. These are subject to the over-riding provisions of the United Kingdom and Scottish legislation; including the Regulations.

Further information

5c Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to procurement.

Public Sector Report on Compliance with Climate Change Duties 2024 Template

PART 6 Validation and Declaration

6a   **Internal validation process**

Briefly describe the body's internal validation process, if any, of the data or information contained within this report.

This report will be validated internally by SEStran employees, taken to the Partnership Director, and then taken to the Partnership Board for approval.

6b   **Peer validation process**

Briefly describe the body's peer validation process, if any, of the data or information contained within this report.

The report content and target were discussed at high-level sense check in a peer group with fellow Regional Transport Partnership across Scotland in November.

6c   **External validation process**

Briefly describe the body's external validation process, if any, of the data or information contained within this report.

N/A

6d   **No Validation Process**

If any information provided in this report has not been validated, identify the information in question and explain why it has not been validated.

N/A

6e   **Declaration**

I confirm that the information in this report is accurate and provides a fair representation of the body's performance in relation to climate change.

Name:	Brian Butler
Role in the body:	Partnership Director
Date:	26/11/2024

Date in format (dd/mm/yyyy)

Wider Impact and Influence on GHG Emissions

Q1) Historic Emissions (Local Authorities Only) ****The latest dataset is not available. If you wish to include area emissions in the report a separate tab will be posted on the SSN website after DESNZ publishes the dataset, late June/early July.****

Please indicate emission amounts and unit of measurement (e.g. tCO₂e) and years. Please provide information on the following components using data from the links provided below. Please use (1) as the default unless targets and actions relate to (2).

Please note : territorial emissions of carbon dioxide (CO2), methane (CH4) and nitrous oxide (N2O) are provided, but not fluorinated gases, which are also included in the UK territorial greenhouse gas emissions statistics. Prior to the 2005 to 2020 publication the statistics covered emissions of carbon dioxide only

(1) UK local and regional CO2e emissions: **subset dataset** (emissions within the scope of influence of local authorities):

(2) UK local and regional CO2e emissions: **full dataset**:

https://data.gov.uk/dataset/723c243d-2f1a-4d27-8b61-cdb93e5b10ff/emissions-of-carbon-dioxide-for-local-authority-areas

Local Authority:(Please State)		
DESNZ Dataset:(full or sub-set)		

Source	Sector	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Units	Comments
DESNZ Sectors	Total Emissions	-	-	-	-	-	-	-	-	-	-	-	-	ktCO2e	
	Industry and Commercial													ktCO2e	
	Domestic													ktCO2e	
	Transport total													ktCO2e	
	Per Capita													ktCO2e	
Other Sectors	Please select from drop down box													Please select from drop down	
	Please select from drop down box													Please select from drop down	
	Please select from drop down box													Please select from drop down	
	Please select from drop down box													Please select from drop down	
	Please select from drop down box													Please select from drop down	
	Please select from drop down box													Please select from drop down	
	Please select from drop down box													Please select from drop down	

2a) Targets
Please detail your wider influence targets

Sector	Description	Type of Target (units)	Baseline value	Start year	Target	Target/End year	Saving in latest year measured	Latest Year Measured	Comments
Transport	Transport emissions in the SEStran region (Department for Business, Energy & Industrial Strategy)	Absolute (TCO2)	2678.6	2019		2035		2021	
Transport	Car kilometres in the SEStran region (Scottish Transport Statistics)	Other (please specify in comments)	13220.0	2019		2035	11721.0	2021	km
Transport	Number of Air Quality Management Areas (Scottish Transport Statistics)	Other (please specify in comments)	16.0	2019		2035	15.0	2021	Number of areas
Transport	Number of road vehicle fleet which is ULEVs (DfT Vehicle Licensing Statistics)	Other (please specify in comments)	3272.0	2019		2035	8168.0	2021	Number of ULEVs
Transport	Main mode of travel – walking (Scottish Household Survey Travel Diary)	Other (please specify in comments)	20.0	2019		2035	30.0	2021	% of survey respondents
Transport	Main mode of travel – bicycle (Scottish Household Survey Travel Diary)	Other (please specify in comments)	2.0	2019		2035	2.0	2021	% of survey respondents
Transport	Main mode of travel – bus (Scottish Household Survey Travel Diary)	Other (please specify in comments)	9.0	2019		2035	5.0	2021	% of survey respondents
Transport	Main mode of travel – rail (Scottish Household Survey Travel Diary)	Other (please specify in comments)	2.0	2019		2035	1.0	2021	% of survey respondents

2b) Does the organisation have an overall mission statement, strategies, plans or policies outlining ambition to influence emissions beyond your corporate boundaries? If so, please detail this in the box below.

SEStran published the Regional Transport Strategy (RTS) in 2023 which maps out the partnership's key ambitions and objectives for the region until 2035. The strategy sets out the key transport challenges in the area and how SEStran proposes to respond to them.

Within the RTS, the following objectives aim to influence the regional population:
Strategy Objective 1 (Transitioning to a sustainable, post-carbon transport system) this includes addressing climate change and net zero ambitions.
Strategy Objective 4 (Supporting safe, sustainable and efficient movement of people and freight across the region), the strategy addresses climate change adaptation.

The monitoring of the RTS creates KPIs in which the four objectives of the RTS can be measured. Relevant targets linked to climate change strategy and adaptation are noted above.

The RTS now being developed via a delivery plan. The Regional Transport Strategy Delivery Plan will provide a mechanism to assess and prioritise regional projects that are required over the next ten years. It will realise the ambitions of the Regional Transport Strategy and support the economic and net-zero ambitions of the Regional Prosperity Framework. One of the key ambitions of the framework is to support the Climate Adaptation & Resilience Plan & Nature Recovery Plan / Challenge Fund. There are 10 projects currently mapped out which are addressing climate change adaptation. This includes Local Flood Risk Management Plans, using technology to monitor transport infrastructure in extreme weather, developing a climate change adaptation action plan, and setting out our approach to protecting the transport network from the effects of extreme weather.

Q3) Policies and Actions to Reduce Emissions
Please detail any of the specific policies and actions which are underway to achieve your emission reduction targets

Sector	Start year for policy/action implementation	Year that the policy/action will be fully implemented	Annual CO₂ saving once fully implemented (tCO₂)	Latest Year measured	Saving in latest year measured (tCO₂)	Status	Metric/indicators for monitoring progress	Delivery Role	During project/policy design and implementation, has ISM or an equivilent behaviour change tool been used?	Please give further details of this behaviour change activity.	Value of Investment (£)	Ongoing Costs (£/year)	Primary Funding Source for Implementation of Policy/Action	Comments
Please select from drop down box	Please select from drop down box	Please select from drop down box		Please select from drop down box		Please select from drop down box		Please select from drop down box	Please select from drop down box				Please select from drop down box	

Please provide any detail on data sources or limitations relating to the information provided in Table 3

Q4) Partnership Working, Communications and Capacity Building
Please detail your Climate Change Partnership, Communication or Capacity Building Initiatives below.

Key Action Type	Description	Organisation's project role	Lead Organisation (if not reporting organisation)	Private Partners	Public Partners	3rd Sector Partners	Outputs	Comments
Partnership Working	Involvement in the RTP peer review of the PBCCD reporting to share knowledge and learnings.	Participant	RTPs				Peer-reviewed PBCCD	
Capacity Building (ie. staff training and development initiatives)	GIS mapping staff training	Participant	Jacobs				Knowledge of mapping systems which can be discussed in forward planning (particularly in relation to the City Region Deal and transport planning)	
Partnership Working	Attendance at the Climate Change Infrastructure Forum	Participant	Network Rail	Multiple	Multiple	Multiple	The forum has provided information on: -best practice (particularly from larger organisations that manage large-scale infrastructure) - presenting SEStran's progress to enable peer-review and advice	

Other Notable Reportable Activity

Q5) Please detail key actions relating to Food and Drink, Biodiversity, Water, Procurement and Resource Use in the table below

Key Action Type	Key Action Description	Organisation's Project Role	Impacts	Comments
Please select from drop down box		Please select from drop down box		

Q6) Please use the text box below to detail further climate change related activity that is not noted elsewhere within this reporting template

Comparison of data 2022/23 to 2023/24

Emission factor	2022/23	2023/24	Difference	Explanation
Flights - Domestic, to/from UK - Average passenger	0.00	0.66	0.66	Flight to Orkney
Flights - Short-haul, to/from UK - Average passenger	4.94	2.44	-2.50	Fewer flights carried out and less distance travelled
National rail	0.16	0.29	0.13	More in-person meetings travelled to by train
Average car - Petrol	0.10	0.43	0.33	More in-person meetings travelled to by petrol car
Average car - Diesel	0.00	0.00	0.00	No diesel cars used
Local bus (not London)	0.00	0.00	0.00	More in-person meetings travelled to by bus
Regular taxi	0.00	0.00	0.00	More in-person meetings travelled to by taxi
Light rail and tram	0.00	0.00	0.00	More in-person meetings travelled to by tram
Homeworking (office equipment + heating)	0.03	2.46	2.43	Error in previous reporting
Hotel stay - UK	0.00	0.17	0.17	Hotel stays not included in 22/23 reporting
Transmission and distribution - Electricity: UK	0.00	0.00	0.00	N/A*
Water treatment	0.00	0.00	0.00	N/A*
Commercial and industrial waste - Combustion	0.00	0.00	0.00	N/A*
Mixed dry recyclates - Recycled	0.00	0.00	0.00	N/A*
Paper and board: mixed - Recycled	0.00	0.00	0.00	N/A*
Staff travel to work	0.34	2.55	2.21	Incorrect reporting in previous year
TOTAL	**5.58**	**9.00**	3.42	Error in previous reporting

Business travel combined	5.20	3.82	-1.38	

*No emissions recorded due to organisation working out of Scottish Government building. This would mean the emissions are double reporting, and the emissions are unknown due to the low % of the building occupied by SEStran.